TRUSTEE MEETING

April 12, 2024 @ 4:00 PM

**ATTENDANCE**: Meeting was called to order at 4:00 PM by Trustee Finnesand. Roll call taken - present were Trustees Josh Bartos, Iver Finnesand and Kim Remily. Also present were System Manager Justin Carlson and Clerk Mary Finnesand.

**AGENDA:** Proposed agenda reviewed, and motion made to approve the agenda as written by Remily; second by Finnesand. Motion passed.

**PUBLIC COMMENT:** No public comments

**JANUARY 18, 2024, MINUTES**: The Board reviewed the January meeting minutes. Motion made to approve the minutes by Finnesand; seconded by Remily. Motion passed.

**FINANCIAL REPORTS JANUARY – MARCH 2024:** Total funds available as of 03/31/24: General Checking Account $176,239.34 and Reserve & Replacement $190,230.23. Outstanding accounts receivable as of 3/31/24 totaled $16,528.16; however, at the time of the meeting the balance had dropped to $4,783.92.

**JANUARY - MARCH EXPENSES:** Telephone: Venture Communications ($172.60, $175.48, $172.60), Straight Talk ($37.37, $37.37, $37.37); Pump & Control Maintenance: Webster Ace ($37.24), American Manufacturing ($1,334.65), SD One Call ($339.15, $1.05); Maintenance Vehicle: Sioux Valley Coop ($58.14); Office Expense: Walmart ($46.01), USPS ($66.00); General & Liability Insurance: SD Public Assurance ($5,670.02); Licenses: Intuit ($650.00), Adobe ($24.88); Bank Service Charge: Dakotah Bank ($10.00, $10.00, $10.00, $10.00, $16.65); Payroll Liabilities: IRS ($3,606.74, $1,361.96, $1,143.74), QuickBooks Payroll ($1,611.73, $3,092.24, $1,611.73, $3,092.23, $1,611.73, $3,092.24); Electrical Usage: Ottertail ($230.61, $69.95), LREA ($823.24, $856.86, $917.07); Water Usage: WEB Water ($50.34, $50.22, $50.10).

Motion to accept the January - March 2024 financial reports made by Bartos; seconded by Remily. Motion passed.

Clerk Finnesand briefed the Board on possible options to offer credit card processing where an account is late, and the customer offers to pay via credit card. The Board agreed that if offered, the processing fee should be passed on to the customer and not absorbed by PLSD. Finnesand informed the Board that she had researched options offered by Dacotah Bank and QuickBooks but hadn’t received all the details as of the meeting. The Board requested that it be discussed at next month's meeting.

Clerk Finnesand reviewed delinquent accounts with the Board; specifically addressing the process to disconnect service to a cabin that appears to be vacated. Clerk Finnesand discussed the applicable PLSD ordinances and shared draft language for a disconnect notice. Motion to approve the notice language and post it on 4/15/2024, was made by Remily; seconded by Bartos. Motion passed.

**MAINTENANCE REPORT:** Manager Carlson reported that five customer lift station repairs were completed since the last meeting. He also reported that lift station #10 had been repaired and is operational; however, is still waiting for the electrician to complete the electrical work. Carlson updated the Board on the East State Park project to let the trustees know that the final steps were being taken to make the new connection operational. Once the park manager confirms that the system has been tested, PLSD will bill the park for the new connection. Manager Carlson reviewed the fourth quarter 2023 and first quarter 2024 pump run times with the Board; noting that run times are down overall without any abnormalities.

**OLD BUSINESS:** Manager Carlson updated the Board on the improvement project as follows: A crew is currently relining the lift stations to finalize the improvement portion of the project. Expansion work has been completed on the main line in the Outlet Association and 75% of the line work completed in Bullhead Bay. A secondary crew is following the main crew to connect individual service to each cabin with nearly all complete in the Outlet. The newly relocated lift station #5 needs additional electrical work completed and the lid installed before it’s fully operational. Once the work is completed in Bullhead Bay, the crews will move to the north end of Turtle Bay and work their way to the south through Shepherds Marina. Clerk Finnesand shared the planned project updates to be shared with the cabin owners on the leased property and confirmed that each neighborhood would be alerted to the progress and provided a copy of the latest newsletter.

**NEW BUSINESS:**  Clerk Finnesand shared the draft spring newsletter with the Board and confirmed that it is being sent out electronically on 4/12/24. She also reported that the website will be updated to include the latest newsletter.

**ADJOURNMENT**: Meeting ended at 4:45pm. Trustee Finnesand made the motion and Trustee Remily seconded to adjourn. Motion passed.

**NEXT MEETING**: Next regular meeting is May 10, 2024, at 4:00pm. Agenda will be posted on the District’s website ([PLSDistrict.org](http://www.plsdistrict.org/)) and at the office 24 hours prior to the meeting.

Submitted by Mary Finnesand, PLSD Clerk